	BIONIC	OnBase	Director's Desk	Bryn Mawr web servers and blogs	Bryn Mawr College email / calendar	Non-BMC email services	Local computer hard drive / desktop	External storage devices (USB drives, etc)	Mobile device	H: Drive	Shared Network File Storage (S:, etc.)	Microsoft 365 Apps (OneDrive, Forms, Teams, etc.)	DropBox / Google Drive / non-BMC cloud services	Moodle	Wufoo	Formsite	Qualtrics
LEVEL 1 HIPAA/PHI	NO	NO	NO	NO	If email is encrypted, this could be allowable.	NO	NO	If drive is encrypted, this could be allowable.	NO	NO	NO	NO	NO	NO	NO	NO	NO
LEVEL 1 PCI/Credit Card	Consult with LITS*	Consult with LITS*	NO	NO	If email is encrypted, this could be allowable.	NO	NO	If drive is encrypted, this could be allowable.	NO	NO	NO	NO	NO	NO	NO	Consult with LITS*	NO
LEVEL 1 SSN	Yes	Yes	NO	NO	If email is encrypted, this could be allowable.	NO	NO	If drive is encrypted, this could be allowable.	NO	NO	Consult with LITS*	NO	NO	NO	NO	NO	NO
LEVEL 1 FERPA	Yes	Yes	Yes	NO	Yes	NO	Yes	If drive is encrypted, this could be allowable.	NO	Yes	Yes	Yes	NO	Yes	NO	Consult with LITS*	Consult with LITS*
LEVEL 1 Other Confidential Data (personnel files, ID numbers, compensation data, etc.)	Yes	Yes	Yes	NO	Consult with LITS*	NO	Yes	Consult with LITS*	NO	Yes	Consult with LITS*	Consult with LITS*	NO	Consult with LITS*	NO	Consult with LITS*	Consult with LITS*
LEVEL 2 Internal Data (memos, emails, planning documents, licensed library resources, course data, etc.)	Yes	Yes	Yes	Consult with LITS*	Consult with LITS*	NO	Consult with LITS*	Consult with LITS*	Consult with LITS*	Yes	Yes	Consult with LITS*	Consult with LITS*	Consult with LITS*	Consult with LITS*	Consult with LITS*	Yes

Identifiable human subject research data must be stored in compliance with approved IRB protocol.
Level 3 public information (Information posted on open websites, etc.) can be stored in any of the above.
For instructions on encrypting emails and hard drives, see https://techdocs.blogs.brynmawr.edu

*Contact the LITS Help Desk to arrange a consultation: help@brynmawr.edu or x7440.